

**SAMPLE ITEMS 1-10 FOR
APPLICATION FOR APPROVAL OF
CAREER EDUCATION PROGRAM
(School District Name)**

Computer Business Application

(Note: The Application for Approval of Career Education
Programs must be completed)

1. Course Rationale: This area of instruction provides content for knowledge and skills required in the technology-based workplace. The demand will continue to expand for individuals to interact with the computer to create documents, gather information, and solve problems. The content of this class is vital for students planning to enter the workforce or postsecondary education.
 - a. The advisory committee recommended that a Computer Business Application course be added to the business education curriculum. The committee felt it was essential for students to be proficient in beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.
 - b. During the 2003-04 school year, 100 business students were surveyed about a new high school course offering. Of the students surveyed, 95% were interested in taking a Computer Business Applications course.
 - c. Advisory committee members identified a need for employees that understand and can use integrated software applications beyond the beginning application level.
2. Program Goals
 - a. Function as economically literate citizens through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operation.
 - b. Demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
 - c. Select and apply tools of technology as they relate to personal and business decision-making.
 - d. Manage data from all of the functional areas of business needed to make wise management decisions.
 - e. Communicate effectively as writers, listeners, and speakers in social and business settings.
 - f. Develop career awareness and related skills to make viable career choices and become employable in a variety of business careers.

3. Outline of Major Units
 - a. Apply Input Methods
 - b. Execute Basic Computer Operations
 - c. Use Word Processing Applications
 - d. Use Spreadsheet Applications
 - e. Use Database Applications
 - f. Apply Desktop Publishing Principles
 - g. Use Presentation Software
 - h. Explore the Internet
 - i. Use Multimedia in Applications
 - j. Create a Web Page
4. Computer Business Applications
 - a. Instructional Contact Hours: 50 minutes, 5 days a week
 - b. Course Sequence: Prerequisite of Keyboarding
 - c. Grade Level: 11, 12
5. Instructional delivery will be in a computer lab setting with project-based applications.
6. Future Business Leaders of America (FBLA) is the co-curricular Career and Technical Student Organization. FBLA supports curriculum, instruction, and assessment through unique national partnerships. Those partnerships include Virtual Business Management, BrainBench, and The Stock Market Game.
7. Students will be able to take the Computer Business Application course for dual credit through (institution name).
8. Students will be given the opportunity to job shadow through the Computer Business Application course.
9. Our district has adopted the state-developed competencies for Computer Business Applications. **Those standards and skills are attached.** A competency profile will be kept for each student listing the competencies completed satisfactorily throughout the course. A portfolio will be developed by all students including their outstanding work and competencies achieved. Students will be assessed on project presentations (written/oral), a written scenario with a problem-solving component, mailability standards used in the workplace, and interpretative exercises.
10. Program Evaluation
 - a. The following instruments will be used in evaluating the program:
 - Program specific standards and checklists
 - Performance measures for business education programs

- Follow-up data on students enrolled in career education programs
 - Labor market and community needs assessments
 - Student interest surveys
 - Surveys of employers of graduate of business education programs
 - Advisory committee review of programs and recommendations
 - Follow-up surveys of students completing the program and information on the effectiveness of the program
 - Student portfolios and competency profiles completed at the end of the year will help determine if program objectives were met
- b. The program evaluation will be conducted by the business education teacher(s) with help from the program advisory committee. Data will be gathered from all of the sources listed above. Once data has been gathered, a report will be written which describes the program's standing against the standards and performance measures. The report will be shared with advisory committee members, the principal and other administrators, guidance counselors, and other teachers.
- c. The program advisory committee will meet to review the data related to the program evaluation. The committee will prioritize and make recommendations for program improvements. The teacher will prepare an improvement plan based on the recommendations. The improvement plan will be submitted to the principal for approval and prepared as a written report and presentation for the Board of Education's evaluation of district programs. If approved, the report will serve as a basis for program improvement.